

T

echnical

Property Disposition

As part of the Shuttle Transition and Retirement process, MSFC SSP Element contractors are identifying personal property that will be transferred to follow-on programs or submitted to plant clearance. The contractors track the disposition of the property and submit quarterly divestment reports to MSFC. Property metrics are calculated and the information is submitted to NASA Headquarters.

I

nformational

The next part in our series on the conditions necessary to increase employee productivity is **equity**. Lack of equitable treatment, or an imagined lack of equitable treatment, causes hostility and resentment. And, when people feel they are being treated unfairly it leads to decreased responsibility for their jobs and a concern for fairness in other areas. The principle of equity includes distribution of work.

P

ersonal

Sit comfortably in an upright position and practice this **Deep Breathing Exercise** daily:

- Count to 5 on inhale, pause for 1 count, count to 10 on exhale, then pause for 1 count
- Repeat this series 3 times

Most importantly, visualize and focus on your breathing - the air going in and out of your lungs.

